

# KASK Code of Conduct

KASK aims to provide a safe, inclusive and enjoyable environment for members and participants involved in its activities.

This Code is aligned with our strategic objectives and underpinned by our core values:

- advancing the sport of sea kayaking, paddling skills, leadership and safety standards.
- promoting coastal protection, environmental awareness, responsible access, kaitiakitanga, and sustainable initiatives.

## **1. Treat others like family/whānau.**

KASK welcomes people of all races, cultural, ethnic, religious and socio-economic backgrounds, sexual identities, genders and gender identities.

KASK is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation with tangata whenua.

Caring for each other is a core value. This means looking out for others who may need help, are injured or sick. It means speaking up, listening, and acting fairly, considerately and honestly in all our dealings with each other.

## **2. Treat others respectfully, lawfully and in accordance with KASK policies.**

KASK members act with a high standard of behaviour respecting the rights, dignity and worth of others at all times. Members are conscious of others' viewpoints and rights, including rights to personal privacy. Members follow KASK's Privacy and Social Media Policy in relation to photographing, recording, and otherwise sharing and distributing information or images at KASK events and activities.

## **3. Maintain a safe and healthy environment for kayakers**

KASK members maintain current knowledge of NZ's water and safety standards and conduct themselves safely in accordance with their level of experience and have regard to the safety, ability and level of experience of others.

Staying safe means undertaking weather and environmental risk assessments and minimising the risk of accident or injury to self and others

Members nurture a safe, healthy inclusive culture at KASK events and activities.

Members must not engage in, nor tolerate any harassment, bullying, verbal or physical abuse, inappropriate touching or unwanted contact of any kind.

## **4. Act responsibly at all times**

Acting responsibly means following KASK policies and speaking up about any concerns relating to health, safety, policy breaches or welfare to the KASK Committee. Speaking up enables the Committee to address and resolve issues.

Acting responsibly means being responsible for your own health, safety and welfare. This means being sensible, prepared, and not being afraid to seek help, taking an 'if in doubt, speak up' approach.

## **Making a complaint about a breach of the code of conduct.**

One of the KASK Committee has a role as Member Advocate. Address any complaint to that person (email, phone call) or at a KASK event, he/she/they should approach the appointed Advocate for the event and request a confidential discussion.

A Member Advocate is familiar with the KASK Code of Conduct, is approachable, accessible and can maintain confidentiality.



Signed by Shaun Maclaren  
President

9<sup>th</sup> December 2021

Date of Issue	Document	Section	Title	No. of Pages	Issued By
09.12.21	Governance	1	Code of Conduct	2	S. Maclaren

# KASK Privacy and Social Media Policy

KASK recognises the value of social media in engaging with members and reaching other paddlers in NZ and worldwide. KASK also recognises that social media can cause harm.. Social media includes any online site/forum for uploading and sharing information.

*The policy applies to all use of social media referring to KASK and includes: writing, commenting on, editing and uploading material to blogs, forums, social networking sites, dating apps and sites, photo and video sharing sites. Information includes written information, cartoons, GIFs, images, photos and videos.*

KASK urges all members and participants in KASK events to respect the following guidelines:

**Use common sense:** Don't say anything on social media you wouldn't say face-to-face with the person. If in doubt, don't share it.

**Be clear:** Make it clear whether your views are your own or on behalf of an organisation.

**Disclose interests:** If you are supporting or recommending something you are involved with, or have a close relationship with, honestly state your involvement or relationship. Respect confidentiality: Protect KASK's confidential information.

**Protect your privacy:** Do not share anything online that you would not be happy for anyone to see.

**Respect others' privacy:** Be considerate to others. Don't record, photograph or post information or images when you have been asked not to, or where you have not been given permission. Remove information about another person if they ask you to.

**Safeguarding children:** Do not share pictures of children or information about them online unless it is safe, appropriate and you have their and their parents', guardian or whānau consent.

**Get permission:** to use a clearly identifiable photo or video of individuals. Permission for the use of a person's photo must be obtained for any later or different use, even if they have consented to prior use.

**Comply with law:** Do not share illegal or indecent content, including damaging, belittling, unfairly critical, or misleading and deceptive content.

*KASK will not tolerate the sharing of any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.*

## Resources

Sport NZ IHI Aotearoa

<https://sportnz.org.nz/resources/member-protection/>

Privacy Commissioner's website and information for agencies

<https://www.privacy.org.nz/responsibilities/privacy-resources-for-agencies/essential-resources-for-agencies/>

Community Law info re the 2020 Act.

<https://communitylaw.org.nz/community-law-manual/not-rated/overview-of-the-privacy-and-information-laws/>

MBIE:

<https://www.business.govt.nz/news/law-change-privacy-act-for-the-digital-age/>

## Acknowledgements

- Chris Lloyd LLB Senior Advisor, Integrity, Public Service Commission
- KASK committee



Signed by Shaun Maclaren

President

9<sup>th</sup> December 2021

Date of Issue	Document	Section	Title	No. of Pages	Issued By
09.12.21	Governance	1	Privacy & Social Media	2	S. Maclaren